

## Stevensville Town Council Meeting Minutes

for THURSDAY, APRIL 25, 2024, 6:30 PM 206 Buck Street, Town Hall

### CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Michalson called the meeting to order, Councilmembers Barker, Brown, and Smith were all present. Councilmember Nelson was not present.

2. Pledge of Allegiance

3. Public Comments (Public comment from citizens on items that are not on the agenda)

NONE

4. Approval of Minutes

a. Town Council Meeting Minutes 03/14/2024

Mayor Michalson: introduced approval of town council meeting minutes for 03/14/2024.

Councilmember Barker: make a motion to approve town council meeting minutes for 03/14/2024.

Councilmember Smith: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Councilmember Barker: page 16 of the minutes, spelling errors. Mayor Michalson spelt wrong. And Jackies name on the same page.

Mayor Michalson: any more comments from the council/ Comments from the public?  
Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

5. Approval of Bi-Weekly Claims

a. Claims #18933-18946

Mayor Michalson: introduced approval of bi-weekly claims #18933-18946.

Councilmember Smith: I move that we approve claims #18933-18946.

Councilmember Barker: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion?

Councilmember Brown: #18933, for four physicals?

Gina Crowe: Fire fighter physicals.

Councilmember Brown: this is just a question; do we have a contract with Storybrook?

Jeff Motley, Fire Chief: we put it out a while back and they can meet what we need. The results of the physical go back to the fire fighter. We just get a yes or a no.

Councilmember Barker: #18941., Montana Saws for \$500.00.

Gina Crowe: they needed some supplies; chain and a pole saw.

Councilmember Barker: #18943, Tall Timber Climbing, who is that?

Gina Crowe: tree cutting services, it was a large tree that our guys could not do.

Jenelle Berthoud: he turned in everything with his business license.

Mayor Michalson: any other questions from the council? Questions from the public?

Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

## 6. Unfinished Business

a. Discussion/Decision: Exemption to No Overnight Camping in Lewis & Clark Park for the Special Event Permit for the Circus

Mayor Michalson: introduced unfinished business item a. Exemption to No Overnight Camping in Lewis & Clark Park for the Special Event Permit for the Circus.

Sean Doyle: gave a brief description, talked to the circus, after the last show on Friday they will take down and then several will leave, there are usually about 8-10 circus staff that stay the night to finish cleanup.

Jeff Motley: I would like to see a special event permit.

Sean Doyle: I will get with Stephen about the layout and get that back.

Councilmember

Councilmember

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion? Public comment? Seeing none, Jenelle would you take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

b. Discussion/Decision: Resolution No. 528, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville

Mayor Michalson: introduced unfinished business item b. Resolution No. 528, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville.

Councilmember Barker: make a motion that we approve Resolution No. 528, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville

Councilmember Smith: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Councilmember Barker: some little typos, page 34. Bottom of the page changed to April 25. Page 35-36 all the same correction. Page 51, typo, where it says, Full Court as one word.

Jenelle Berthoud: it is one word.

Councilmember Brown: on page 37, finance officer and I did not see, needs to be bonded. And under the assistant finance officer. On page 45 under the town clerk, add bonded. Double space on page 45, to the mayor. I think that the town clerk should also supervise the deputy clerk as needed. Under deputy clerk we should have that person supervised by the finance officer and the town clerk. Page 48 under 5 it does say that they will work under the town clerk also. I see that it says provides help as needed. Since she is working, and her title is deputy clerk, I feel that the town clerk should also supervise her.

Jenelle Berthoud: I do feel comfortable assisting.

Gina Crowe: I think that if she has two supervisors that can be confusing.

Councilmember Brown: it does say that she will provide to the finance officer and the clerk.

Gina Crowe: but she is supervised by the finance officer.

Councilmember Brown: I had the same question as the court clerk. Airport manager page 53, responsible to manage the volunteers.

Mayor Michalson: because he is hands on, I would say the airport manager.

Councilmember Brown: technically if someone was to get hurt up there. Do they not have to be supervised.

Gina Crowe: they would go to the airport manager and then the airport manager would come to me.

Mayor Michalson: we can put that there.

Councilmember Brown: then you do not have the chair of the airport board dealing with the volunteers.

Jenelle Berthoud: how would you like that to read.

Councilmember Brown: oversees volunteers.

Mayor Michalson: anything else from the council. Any comments from the public?

Seeing none, Jenelle, would you take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

c. Discussion/Decision: Resolution No. 529, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville

Mayor Michalson: introduced unfinished business item c. Resolution No. 529, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville.

Councilmember Barker: I make a motion that we approve Resolution No. 529, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville

Councilmember Smith: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council.

Councilmember Brown: clean up, I guess I do not have any.

Mayor Michalson: any further discussion from the council? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Brown: aye.

Councilmember Barker: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

d. Discussion/Decision: Resolution No. 530, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville

Mayor Michalson: introduced unfinished business item d. Resolution No. 530, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville.

Councilmember Barker: I make a motion for Resolution No. 530, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville.

Councilmember Smith: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>.

Councilmember Brown: now I do have some corrections page 88, clean up on number five and number six. Indent. Page 89 number 12 and number 5 indent. Page 93, under special requirements C held needs to be moved over. We had A, B, C, C. Page 112 under (i) knowledge of clean up. Page 118, necessary knowledge and skills needs to be bolded.

Mayor Michalson: further discussion from the council? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

e. Discussion/Decision: Resolution No. 531, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville

Mayor Michalson: introduced unfinished business item e. Resolution No. 531, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville.

Councilmember Barker: make a motion to approve Resolution No. 531, A Resolution of the Stevensville Town Council Adopting Job Descriptions for the Town of Stevensville.

Councilmember Smith: 2<sup>nd</sup>

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion?

Councilmember Brown: page 130, under plant operator, only because it was in one of our previous meetings, as long as Glenn is available by phone Cody can operate the plant. Does Cody need to be supervised by the plant operator.

Mayor Michalson: I think that still falls under Stephen Lassiter.

Councilmember Brown: that takes care of my other two questions. Last one is page 154; aerobics instructor is being supervised by the pool manger or head lifeguard?

Mayor Michalson: I understand your reasoning Councilmember Brown. But you start to get to many supervisors.

Councilmember Brown: I am only questioning that because the lifeguards work under the head lifeguard.

Mayor Michalson: okay, any other questions from the council? Questions from the public? I would like to add that everyone should be proud of themselves. We started this from scratch, three COW meetings, there are a lot of pieces and parts, MMIA responses, thank you all. Now that we have them in place, we can feel comfortable and I will say thank you to Jenelle, she is the one that thought of the resolutions to put them in different orders. When a mayor wanted to change a job description, they would just change it. Now it is in a resolution, and we bring back the whole resolution, easier to follow and change. With that Jenelle, please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

f. Discussion/Decision: Consent to the Mayor's Appointment of Heidi Motley as a Volunteer Support Person for the Town of Stevensville Fire Department

Mayor Michalson: introduced unfinished business item f. Consent to the Mayor's Appointment of Heidi Motley as a Volunteer Support Person for the Town of Stevensville Fire Department .

Jeff Motley, Fire Chief: Heidi is here tonight. We have always had support people, they fill huge responsibilities. She brings many skills.

Councilmember Smith: I move that this council adopt the Consent to the Mayor's Appointment of Heidi Motley as a Volunteer Support Person for the Town of Stevensville Fire Department.

Councilmember Brown: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion by the council? Public discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

## 7. New Business

a. Discussion/Decision: Consent to the Mayor's Appointment of Tasia Rohbock as a Volunteer Cadet for the Town of Stevensville Fire Department

Mayor Michalson: introduced new business item a. Consent to the Mayor's Appointment of Tasia Rohbock as a Volunteer Cadet for the Town of Stevensville Fire Department.

Jeff Motley: Tasia will be a good cadet.

Councilmember Barker: make a motion to approve the Consent to the Mayor's Appointment of Tasia Rohbock as a Volunteer Cadet for the Town of Stevensville Fire Department .

Councilmember Brown: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion? Public discussion. Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

b. Discussion/Decision: Approval of Memorandum of Agreement between the Town of Stevensville and MDT for the John Owen Fishing Access Site

Mayor Michalson: introduced new business item b. Approval of Memorandum of Agreement between the Town of Stevensville and MDT for the John Owen Fishing Access Site. The more that I read through this the more questions that I have about this. When you look at the plans, the parking does go into the town's land.

Councilmember Barker: make a motion to approve a memorandum of agreement between the town of Stevensville and MDT for the John Owen Fishing Access Site.

Councilmember Smith: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>.

Councilmember Barker: I think that originally there was the land swap, and we could not come to an agreement. I do not remember that we would give land. I do not remember MDT being involved at that time.

Mayor Michalson: I also have questions about liability. When you look at the attachment B is it just the signs or the fishing access.

Councilmember Barker: I also read through this, and it does look like it is the fishing access. We already have our public works department with responsibilities, and this would be a lot of work.

Mayor Michalson: I propose that we table this, and I will get some questions answered.

Councilmember Brown: I noticed that they had camp sites, day or night and are we responsible for cleaning those up.

Mayor Michalson: who is going to take care of this.

Councilmember Smith: I did not see any type of dollar amount.

Councilmember Brown: it looks like the town is doing the maintenance so what are we getting back from this.

Mayor Michalson: they talk about the money that we get back from the fisherman but when I walk by, they load up their boats and head out of town.

Councilmember Barker: how I read it is that when they are done, they are going to pass this over to the town and it is our responsibility. I thought that Myla and FW&P were working on this.

Mayor Michalson: I also read that this is just between MDT and signage.

#### PUBLIC COMMENTS

Jeff Motley: I remember that this had to do with FW&P and the Ranch not the town. A lot of this talks about the right of way.

Mayor Michalson: any other comments from the public.

Councilmember Barker: I would like to make a motion to table Memorandum of Agreement between the Town of Stevensville and MDT for the John Owen Fishing Access Site.

Councilmember Brown: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Any further discussion? I will bring this back and if I have to I will bring in FW&P. Jenelle take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

#### c. Discussion/Decision: Special Event Permit for the Stevensville Harvest Valley Farmers Market

Mayor Michalson: introduced new business item c. Special Event Permit for the Stevensville Harvest Valley Farmers Market.

Councilmember Brown: I make a motion for the Special Event Permit for the Stevensville Harvest Valley Farmers Market.



Councilmember Smith: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: abstain.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 2-0, 1 abstained.

d. Discussion/Decision: Special Event Permit for the Stevensville Harvest Valley Farmers Market and Car Show

Mayor Michalson: introduced new business item d. Special Event Permit for the Stevensville Harvest Valley Farmers Market and Car Show.

Councilmember Brown: make a motion for the Special Event Permit for the Stevensville Harvest Valley Farmers Market and Car Show.

Councilmember Smith: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion?

Jeff Motley: is there a special event permit for this. Generally, we get this to come through.

Jenelle Berthoud: I can bring those back through for comment.

Mayor Michalson: any further discussion? Seeing none, Jenelle please take the vote.

Councilmember Barker: abstain.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 2-0 1 abstain.

e. Discussion/Decision: Compensation for City Clerk Jenelle Berthoud

Mayor Michalson: introduced new business item e. Compensation for City Clerk Jenelle Berthoud. Gave background, the deputy clerk resigned, and Jenelle and Gina took over, we started to dig into everything, we have had training through Black Mountain. And since then, Jenelle has still taken on that roll. It has been trying at times, she has to take billing her position. Jenelle also took over the role of the police clerk, when John came in, she was hands on. Gina and I proposed this amount, she did not ask for this. She has been helping with the new deputy clerk. Last year I voted no but this is a different situation, I truly did not know the roles and now I do. With out a deputy clerk Jenelle has had to fill in. I hear that is part of the job responsibilities, part is the key. She did that role completely, she did the billing every month, she has kept Cody going with the meters. Cemeteries, those duties. She has taken three roles on and is asking for a little bit of compensation. Last meeting you

approved on call. Call pay for public works, you are paying them for sitting at home and waiting for a call to come in. she is here on the clock, not sitting at home waiting she is doing.

Councilmember Barker: I make a motion to approve compensation for city clerk Jenelle Berthoud.

Councilmember Smith: 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Discussion from the council?

Councilmember Smith: with this three-dollar amount compensation, will there be additional vacation and sick.

Mayor Michalson: she already collects that as the town clerk.

Councilmember Brown: this is a one-time payment is that correct. I want to say that I did not vote for the on-call.

Mayor Michalson: yes.

Councilmember Barker: will she continue the \$3.00 per hour after this.

Mayor Michalson: compensation also includes for stepping up Jenelle has history in this town, Eli Maloey, relationships with people that we do not even know. She has relationships with everyone that comes in to pay their bill. I think that we do this for stepping up and filling the role. Any other comments from the council. Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

f. Discussion/Decision: Suspend Town Council Rules to Cancel the May 9, 2024, Town Council Meeting and Authorizing Claims to be Paid out of Cycle

Mayor Michalson: introduced new business item f. Suspend Town Council Rules to Cancel the May 9, 2024, Town Council Meeting and Authorizing Claims to be Paid out of Cycle. We will be going to training and we did this last year when we went to the meeting. if we need to have a special meeting we can.

Councilmember Barker: I make a motion to suspend town council rules to Cancel the May 9, 2024, Town Council Meeting and Authorizing Claims to be Paid out of Cycle.

Councilmember Smith 2<sup>nd</sup>.

Mayor Michalson: motion and a 2<sup>nd</sup>. Council discussion? Public comment? Seeing none, Jenelle please take the vote.

Councilmember Barker: aye.

Councilmember Brown: aye.

Councilmember Smith: aye.

Mayor Michalson: passes 3-0

8. Board Reports

NONE

9. Town Council Comments

NONE

10. Executive Report


Mayor Michalson: 11<sup>th</sup> meeting about the Spring Street project. Met with Thomas Orr on the abatement project. 16<sup>th</sup> met with Ross Miller and Jesse Reeves about the ponds on his property, had to do with water rights. 24<sup>th</sup> disaster mitigation plan meeting, it was very informative, and they are going to help me with putting it together. we are supposed to be part of the disaster mitigation plan as well. I do not have a problem attending those meetings. I met with Jen about our water rates, we have to raise them. Jenelle and I went through resolutions and the last time they raised them was in 2015. We also starting our budget soon. Last Friday in town a lady at a local establishment, a lady took a sign put it in her pickup got out and grabbed another sign and was being videoed by the other person, the lady taking the video came down to the police department and our chief gave her a ticket, this is an 81-year-old. The audacity to go down to our police department and have her charged with theft is just appalling to me. When they could have just walked into that café and worked out their differences. This is the same political party, two republicans. It has gotten really ugly. Shame on the lady for stealing the sign and double shame on the other lady for turning this in. on Sunday I had the chief come over to my house and I did what I thought was right. She would have had to come in and be fingerprinted, picture, we all know who she is. I do not believe that we need this coverage. I used my authority as the mayor to pardon on a city ordinance. I granted her a pardon.

11. Adjournment

Councilmember Barker: make a motion to adjourn.

Councilmember Brown: 2<sup>nd</sup>.


**APPROVE:**



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**Bob Michalson, Mayor**

**ATTEST:**



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Jenelle S. Berthoud, Town Clerk